

ACCOUNTING PROCEDURE

TOPIC: Section 9--FMS Processing 1.2	EFFECTIVE DATE: 6/28/85
TITLE: Document Numbering	REVISION DATE: 6/09/04
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BACKGROUND

The Administrative Services Unit of the Bureau of Fiscal Services (BFS) assigns various series of document numbers to be used in the processing of fiscal transactions.

Attached are schedules of the FY05 number series assigned to each organization, for the following documents: Invoice Vouchers, Journal Vouchers, Deposit/Journal Vouchers, Budget Documents, State Employee Travel Reimbursement Requests (TL) numbers, Correction Transfers, and various Purchase Order Documents.

PROCEDURES

1. Invoice Voucher Numbering

Invoice voucher numbers for FY05 are listed on page 3 of this bulletin. **The Division of Management and Technology** will use the Online Invoice Voucher number series L:\BFSShrDocument Numbers\FY05-820. The Online **All Organization Invoice Voucher** number series is located on the LAN in the directory L:\BFSShrDocument Numbers\FY05-All Org.

2. Adjustment Document Numbering--Journal Vouchers, Deposit/Journal Vouchers, Budget Documents

The All Org Journal, Deposit/Journal, and Budget Document number series is now located in the LAN directory L:\BFSShrDocument Numbers\FY05-All Org.

- a. **The Office of the Secretary** will use the Online Budget Document Number series L:\BFSShrDocument Numbers\FY05-810-830-840
- b. **The Division of Management and Technology** will use the Online Budget Document Number series L:\BFSShrDocument Numbers\FY05-820
- c. **Division of Disability and Elder Services (DDES) Organizations**

All DDES Organizations shall assign their own numbers for all documents. DDES Organizations shall maintain document-numbering logs.

In some cases it may be necessary for BFS to originate a journal voucher, a deposit voucher, or a budget document. The DDES Lead Accountant will be assigned a block of numbers from all org voucher numbers.

d. **All-Organization Number Series**

Organizations are to use this series of numbers when the document affects more than one organization. These numbers are located on the LAN in the directory L:\BFSShrDocument Numbers\FY05-All Org.

3. **Guidelines for Accessing Document Numbers from the LAN**

When logging out a document number from the LAN, complete all information fields immediately, save the document (floppy disk button on the tool bar) and exit the Excel program.

- a. DO NOT click on "save as" or make any other modification in the original name of the spreadsheet. This can result in duplicate numbers and permanent loss or modification of the original spreadsheet.
- b. Please try to sign out your document number, save and exit the Excel program as soon as possible. This is so others waiting to use the spreadsheet can access it.

4. **Use of the Deposit/Journal Voucher Series**

The Deposit/Journal Voucher number series was implemented primarily for making deposits to the Treasury. When assigning a Deposit Voucher number, the required Journal Voucher will automatically be the same number. This is intended to ease cross-referencing of the two documents. If you will be using a Deposit Voucher alone without a matching Journal Voucher, then indicate so in the Description field of the spreadsheet (i.e. no JV).

5. **State Employee Travel Reimbursement Request Numbering (TL Numbers)**

Travel document numbers for FY05 are listed on page 5 of this bulletin. All TLs use the "All Org Centralized Organizations" number series except those used by institutions and centers. Institutions and centers are assigned their own number series.

CONTACTS

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ASSIGNED INVOICE VOUCHER NUMBERS FOR
DEPARTMENT OF HEALTH AND FAMILY SERVICES
FISCAL YEAR 2005

00001 - 00100	Bi-Weekly Payrolls
00600 - 00799	Bi-Weekly Fringe
01000 - 12999	Institutions
46300 - 46899	DDB Administration
46900 - 47199	DDB Case Service (CE)
47200 - 47799	DDB Case Service (MER)
47800 - 48199	Fund 490/495 Payment Vouchers
48200 - 53199	Division of Public Health (1000)
53200 - 58199	Division of Health Care Financing (4000)
58200 - 71199	Division of Disability and Elder Services (6000)
71200 - 82699	Division of Children and Family Services (3000)
82700 - 82999	BFS CARS Unit - All Organization
13000 - 14999	Office of the Secretary (8100)
15000 - 17999	Division of Management and Technology (8200)
18000 - 19999	Department Wide Services (8300)
20000 - 21999	Office of Strategic Finance (8400)
22000 - 30999	All Org Department of Health and Family Services
31000 - 45199	Reserve Numbers
45200 - 45699	Employee Share Fringe – Refund
45700 - 45899	State Share Fringe
45900 - 46099	Supplemental Payroll – Personnel
46100 - 46299	Non Payroll Fringe Benefit Adjustment Voucher

ADJUSTMENT DOCUMENT NUMBERING FISCAL YEAR 2005

ORGANIZATION	Journal Voucher	Deposit/Journal Voucher	Budget Document
DDES – CENTRAL OFFICE (ALL ORG #s)	62800 - 63099	87800 - 87999	28000 - 28199
MENDOTA MENTAL HEALTH INSTITUTE	50000 - 50299	70000 - 70199	10000 - 10199
WINNEBAGO MENTAL HEALTH INSTITUTE	50300 - 50899	70200 - 70399	10200 - 10399
SAND RIDGE SECURE TREATMENT FACILITY	50900 - 51199	70400 - 70599	10400 - 10599
WISCONSIN RESOURCE CENTER	51200 - 51399	70600 - 70799	10600 - 10699
CENTRAL WISCONSIN CENTER	51400 - 51699	70800 - 70999	10700 - 10799
NORTHERN WISCONSIN CENTER	51700 - 51999	71000 - 71199	10800 - 10899
SOUTHERN WISCONSIN CENTER	52000 - 52299	71200 - 71399	10900 - 10999
OFFICE OF THE SECRETARY			11000 - 11699
DIV OF MANAGEMENT AND TECHNOLOGY			11700 - 11999
BFS COLLECTIONS	52300 - 52599	71400 - 71799	
BFS-CARS UNIT-ALL ORG	52600 - 52799		
ALL ORGANIZATION	52800 - 63599	71800 - 88199	12000 - 28399
CORRECTION TRANSFERS	63600 - 64599		
RESERVE NUMBERS	64600 - 69599	88200 - 89999	28400 - 29699

TL DOCUMENT NUMBERS FOR FY 2005

Organization Name

SFY 2005

DISABILITY DETERMINATION BUREAU	50000 - 50499
CENTRALIZED ORGANIZATIONS	50000 - 65999
MENDOTA MENTAL HEALTH INSTITUTE	66000 - 68999
WINNEBAGO MENTAL HEALTH INSTITUTE	69000 - 70999
SAND RIDGE SECURE TREATMENT FACILITY	71000 - 71999
WISCONSIN RESOURCE CENTER	72000 - 72699
CENTRAL WISCONSIN CENTER	72700 - 74699
NORTHERN WISCONSIN CENTER	74700 - 76699
SOUTHERN WISCONSIN CENTER	76700 - 78699

**DEPARTMENT OF HEALTH & FAMILY SERVICES
INSTITUTION PURCHASE ORDER NUMBERS FOR FISCAL YEAR 2005
JULY 1, 2004 – JUNE 30, 2005**

INSTITUTION OR OFFICE	PREFIX	PO NUMBERS		
		BEGINNING	ENDING	
CENTRAL WISCONSIN CENTER	GT*	80001	--	82000
NORTHERN WISCONSIN CENTER	GN*	82001	--	84000
SOUTHERN WISCONSIN CENTER	GS*	84001	--	86000
MENDOTA MENTAL HEALTH	GM*	86001	--	88000
WINNEBAGO MENTAL HEALTH	GW*	88001	--	90000
WISCONSIN RESOURCE CENTER	GW*	90001	--	92000
SAND RIDGE SECURE TREATMENT FACILITY	GR*	92001	--	94000

FY PREFIX

A
B
C
D
E*
F
G
H
I
J

FISCAL YEAR

1
2
3
4
5
6
7
8
9
0

EXAMPLE: GT + E(FY2005) + PO NUMBER = GTE80001

**DEPARTMENT OF HEALTH & FAMILY SERVICES
DIVISION PURCHASE ORDER NUMBERS FOR FISCAL YEAR 2005
JULY 1, 2004 – JUNE 30, 2005**

DIVISION OR OFFICE	PREFIX	PO NUMBERS		
		BEGINNING		ENDING
DIVISION OF PUBLIC HEALTH	FA*	10001	--	11000
DIVISION OF HEALTH CARE FINANCING	FK*	11001	--	12000
DIVISION OF DISABILITY & ELDERLY SERVICES	FJ*	12001	--	13000
DIVISION OF CHILDREN & FAMILY SERVICES	FD*	13001	--	14000
DIVISION OF MANAGEMENT & TECHNOLOGY	FH*	14001	--	14500
BUREAU OF INFORMATION SYSTEMS	FH*	14501	--	15000
490/495 PROJECTS - BFS ONLY	FH*	15001	--	15500
OFFICE OF STRATEGIC FINANCE INCLUDES: LEGAL COUNSEL OFFICE OF THE SECRETARY OFFICE OF PROGRAM REVIEW & AUDIT	FF*	15501	--	16000
Direct Charges		16001	--	16500
DMT Direct Charges		16501	--	17000

FY PREFIX

FISCAL YEAR

A	1
B	2
C	3
D	4
E*	5
F	6
G	7
H	8
I	9
J	0

EXAMPLE: FA + E(FY2005) + PO NUMBER = FAE10001

**TELEPHONE SERVICE ORDER NUMBERS
FOR FISCAL YEAR 5
JULY 1, 2004 – JUNE 30, 2005**

DIVISIONS	TELEPHONE SERVICE ORDER NUMBERS:			VOICEMAIL ORDER NUMBERS
	BEGINNING:		ENDING:	
DIV OF PUBLIC HEALTH	4150	–	4399	VM7050 – VM7349
DIV OF HEALTH CARE FINANCING	4400	–	4599	VM7350 – VM7599
DIV OF CHILDREN & FAMILY SVCS.	4600	–	4849	VM7600 – VM7849
DIV OF DISABILITY & ELDER SVCS.	4850	–	5149	VM7850 – VM8149
OFFICE OF STRATEGIC FINANCE	5150	–	5249	VM8150 – VM8249
OFFICE OF LEGAL COUNCIL	5250	–	5299	VM8250 – VM8349
OFFICE OF THE SECRETARY	5300	-	5349	VM8350 – VM8379
DIV MANAGEMENT & TECHNOLOGY	(AO) 5350	–	5399	VM8380 – VM8419
	(BFS) 5400	–	5499	VM8420 – VM8519
	(BPER) 5500	–	5599	VM8520 – VM8619
	(BIS) 5600	–	5699	VM8620 – VM8799
DISABILITY DETERMINATION BUR. (HCF)	5700	–	5799	VM8800 – VM8899

**CELL PHONE ORDER NUMBERS
FOR FISCAL YEAR 5
JULY 01, 2004 – JUNE 30, 2005**

DIVISIONS	CELL PHONE ORDER NUMBERS:		
	BEGINNING	ENDING	
DIV OF PUBLIC HEALTH	DPH 001	–	DPH 099
DIV OF HEALTH CARE FINANCING	HCF 100	–	HCF 199
DIV OF CHILDREN & FAMILY SVCS.	DCFS 200	–	DCFS 299
DIV OF DISABILITY & ELDER SVCS.	DDES 300	–	DDES 399
OFFICE OF STRATEGIC FINANCE	OSF 400	–	OSF 449
OFFICE OF LEGAL COUNCIL	OLC 450	–	OLC 499
OFFICE OF THE SECRETARY	OS 500	-	OS 524
DIV MANAGEMENT & TECHNOLOGY	(AO) AO 525	–	AO 549
	(BFS) BFS 550	–	BFS 599
	(BPER) BPER 600	–	BPER 624
	(BIS) BIS 625	–	BIS 649
DISABILITY DETERMINATION BUR. (HCF)	DDB 650	–	DDB 699